Policy #    TTI Network
Account Policy

Approved (MO 07-2009)
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Abbreviations & Terms

The abbreviations and terms used in this policy have the following meanings:

University  means Texas A&M University.
User Is any person electronically or physically accessing any of the resources managed by Network and Information Systems.
NIS  means Network and Information Systems.
TTI  means Texas Transportation Institute.
Network means computers and communication facilities managed by Network and Information Systems or owned by Texas Transportation Institute.
Account means an authorised user Account, provided to a user by Network and Information Systems.
Username Also called an Account, computer Account or user ID. The username is a TTI employee’s network login ID which has been set up by an employee of NIS (see User ID Format below).
FTE is a Full Time Employee of TTI—someone listed in TTI Human Resource records as an active employee who receives over forty hours per week income from TTI.
Employee is a Full Time Employee or a part-time employee of TTI—someone listed in TTI Human Resource records as an active employee who receives income from TTI.

Policy Scope

This policy applies to network Accounts on the equipment and network owned by the Texas Transportation Institute and maintained by Network and Information Systems.
Usage of TTI Accounts must be consistent with federal, and State laws, University regulations and policies, including the Network and Information Systems Acceptable Use Policy.

TTI network users may only access those computer Accounts and facilities that have been authorised by the University or by NIS for their use. Use of another person’s Account, and/or security devices, the presentation of false or misleading information or credentials for the purpose of obtaining access to the Network is a violation of TTI’s Acceptable Use Policy; and may result in suspension or permanent loss Account privileges.

Account Creation

TTI employees can request an Account for e-mail and network access by filling out a form which is retrieved from the TTI Intranet at this URL: NIS Account Application. This form is accessible by any TTI employee whose computer is logged in to the TTI local area network. The form must be printed then signed by the FTE supervisor of the employee for whom the Account is being requested. Account request forms must be signed by the employee’s supervisor or manager or the manager of the division, department or group for which the employee will work. No one else can sign the form to authorise setup of a network Account.

After receiving the Account request, Network and Information Systems will assign an Account id and password. Once the Account is set up, Network and Information Systems will notify the supervisor or manager who has signed the Account request form that the Account is available and active. The notification will be via e-mail; and it will include the new employee’s username, password, distribution lists membership, and e-mail address. Newly created Accounts will be flagged as abandoned, and will be disabled if the Account password has not been changed within one week of creation.

User ID Format

NIS follows a convention for the username format. Conventionally, the username will be composed of the first letter of the first name, a dash, and the Account owner’s last
name. In cases where the username already has been assigned to a different TTI employee, the username will be the first name, a dash, and the employee’s last name. In cases where following the NIS convention for username format causes a hardship or conflicts with NIS policy, a non-standard username can be assigned. This can only be done with the approval of NIS.

Computer Account Categories

There are several categories of Account that can be obtained from NIS. The computer Account category is determined by the Account owner’s employment status and job classification. And in turn, the computer Account category determines the Account duration, resource allocation, and the level of privileges assigned to the Account. Computer Account categories are listed below.

Accounts for Retired TTI Staff

Retiring TTI employees can request continued access to their Accounts as long as sufficient resources are available to support the practise. Accounts for retired staff can be removed at the Account owner’s request, or when the Account remains inactive sixty days past expiration of the Account password.

Staff Accounts

Employees of TTI are entitled to receive a computer Account with Staff Account access rights once the completed Account request form is processed by NIS.

Student, Intern and Graduate Student Accounts

TTI employees with job titles of GAR (graduate assistant research), Student Technician, N A Student Worker, Student
Worker and Summer Interns who are listed in TTI Human Resource records as active employees are permitted to obtain Student Accounts. Student and GAR account applications must be sponsored by a TTI FTE. Student Accounts expire when the account owner ends employment with TTI.

### Affiliate Accounts

Individuals who do not appear in the TTI Human Resources database as employees, but either provide a service to TTI or participate in a project or program associated with TTI are eligible for an Affiliate computer Account. These individuals must be sponsored by a TTI FTE with budget authority, such as a manager or department head who can vouch for their association. The sponsor assumes responsibility for ensuring appropriate use of the computer Account, consistent with TTI affiliation. The affiliate Account gives student workers, Summer Interns, visiting scholars, and researchers working with TTI a way to gain computer and e-mail access to allow them to communicate electronically with TTI as well as with their own institutions, whether in the US or abroad. The role and definition of affiliates is constantly under NIS review.

### Affiliate Account Duration

Affiliated Accounts are valid for no more than one year, at which time they must either be renewed by the account holder’s TTI sponsor, or will be disabled.

### Account Deactivation

Network Accounts will be disabled on the TTI Local Area Network if any of the following conditions are met:

- Irrespective of Computer Account category, Accounts will be disabled upon receipt of either a terminations list or an
e-mailed notification from TTI Human Resources indicating that the employee is no longer employed with TTI.

- Violation of The TTI Acceptable Use Policy.
- Newly created Accounts will be flagged as abandoned, and will be disabled if the Account password has not been changed within one week of creation.
- Expiration of Affiliate Account lifetime. The duration for an Affiliate Account is one year.
- Accounts determined to have been inactive for over 30 days past password expiration.

The deactivation process described here can be accelerated at the request of TTI Human Resources.

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**Removal of Deactivated Accounts**

Thirty one days after deactivation, Accounts and their associated mailbox and shared files will be deleted from the network after being archived to DVD. For Accounts with stale passwords, NIS staff will review Oracle HR information to see whether the employee has been terminated. In cases where the person’s employment disposition is unclear, the mailbox can be disabled and removed from the visible Global Address List pending determination of whether the account is to be reinstated or removed.

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**Procedure for Extending an Account**

If a student, Affiliate or staff member terminates employment or leaves TTI, but the computer Account is needed beyond the date of termination, the Account can be reactivated by following the Affiliate Account process noted above in the section, ”Affiliate Accounts”.